

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TENNESSEE
EASTERN DIVISION**



GENERAL INFORMATION

**JED G. WEINTRAUB,
CLERK OF COURT
(731) 421-9300**

LOCATION -

**U. S. Bankruptcy Court
111 S. Highland, Room 107
Jackson, TN 38301**

COURTROOM - Suite 342

**MEETING OF CREDITORS
Held at 109 S. Highland, Room 210
Jackson, TN 38301**

OFFICE HOURS -

**MONDAY - FRIDAY
8:30 A.M. - 4:30 P.M.**

For your convenience, a DROP BOX is provided outside the entrance to the United States Courthouse at 111 S. Highland. Any item placed in this box between the hours of 4:30 p.m. and 8:00 a.m. the next day will be removed from the box at 8:01 a.m. and marked "Filed" as of the previous day.

Files may be reviewed in the above office, subject to availability. Docket information may be reviewed by utilizing the public computers located in the lobby of Room 107. Copies of any file document or case docket sheet may be obtained in Room 107 at a cost of \$.50 per page. The charge for a certified copy of any document is \$7.00. The charge for exemplification of any document is \$14.00.

As a general rule, a filing party should present an original and one copy of any document to the Intake Clerk. The court will keep the original and the copy will be returned for your file.

Copies of many forms may be obtained in Room 107, including:

Local Rules	Proof of Claim (blank)
Subpoenas (blank)	BK Court Fee Schedule
Trustee Panel	Order & Notice of Hearing
Attorney Change of Address Form	

If you need a form that is not listed above, please call to see if it can be provided by the Court.

TELEPHONES -

If you wish to speak with a Court representative, please call for general information (731) 421-9300, for Chapter 7/11/12 case administrators call (731) 421-9307 or (731) 421-9308; for Chapter 13 case administrators call (731) 421-9310 or (731) 421-9311. Call (901) 328-3509 for the Voice Case Information System.

If you need information regarding a Chapter 13 plan (commonly referred to as Wage Earner), such as where to make payments, payment amounts, balances, etc., please contact the Standing Chapter 13 Trustees' Office at (731) 664-1313. Proofs of Claim for Chapter 13 cases should be filed with the Standing Chapter 13 Trustee at P. O. Box 1313, Jackson, TN 38302-1313. For further information you may access the Chapter 13 Trustee's web site at **www.ch13jax.com**.

If you need a continuance regarding a Meeting of Creditors, please contact the case trustee listed on the Meeting of Creditors notice. If you do not have the name of the case trustee, you may obtain this information from VCIS.

AUTOMATED CASE INFORMATION -

VCIS - (901) 328-3509

(Voice Case Information System) -

VCIS is available to the general public 24 hours a day and allows you to call the Bankruptcy Court's computer from any touch-tone phone and obtain: case number, name of debtor, filing date, chapter, debtor's attorney, trustee, assigned judge, status (dismiss/ discharge/closed dates), meeting of creditors date, asset status - on any particular case filed after 07/01/94 (or any previous case still open as of 07/01/94.) New data is posted to the VCIS database within 24 hours of entry on court docket.

PACER (Public Access to Court Electronic Records) -

There are two methods by which PACER may be accessed:

(1) **PACER** allows any user with a personal computer or word processor and a 2400 or higher baud modem to dial the court computer and retrieve official case docket information in less than a minute. The cost for the service is \$.60 per minute. To register for access to this system, call the PACER Service Center at 1-800-676-6856.

(2) **Web PACER** - Internet access to official case docket information is now available at **pacer.tnwb.uscourts.gov**. To register for access to this system, call the **PACER** Service Center at 1-800-676-6856.

A copy of the PACER registration form may be obtained from the Court's web site at www.tnwb.uscourts.gov (see Electronic Access).

CLOSED CASE INFORMATION -

Cases that have been closed for 3 months are forwarded by this court to the Federal Records Center in Atlanta for storage. Copies of any document from such a file may be obtained in two ways:

If you are not sure which documents you need, or would like to review the file before copies are made, you may place an order at the Intake Counter in Room 107 to have the file returned to this office. There is a \$35.00 fee for this service. You will be contacted by telephone when the file is received by this office (or by mail if an address was provided.) Upon review of the file, copies can be made at \$.50 per page. The file will be retained by the court a minimum of thirty (30) days. If after thirty (30) days we have not heard from you, the file will be returned to the Records Center.

No file will be released from these premises except upon proper order signed by a United States Bankruptcy Judge, or upon proper subpoena to the Clerk of this Court.

The Federal Records Center ("FRC") will accept requests by mail, fax, or common courier for copies from personal bankruptcy case files only (not corporate bankruptcy, criminal, or civil case files), and will forward the copies to the requestor or make them available for pick-up at the FRC. A requestor may obtain copies of an entire personal bankruptcy file for \$35.00, or a package of the most commonly requested documents for \$10.00. (The package would include copies of the debtor's Voluntary Petition with all attachments, including Schedules A-J, and, whichever is applicable, Order of Dismissal, or Order of Discharge.) **The order form for such a request may be obtained in person at the Clerk's Office, free of charge. The counter clerk will provide the necessary location information. A written request for the FRC form with appropriate location numbers will constitute a "mail request" as outlined below, and an appropriate search fee will be charged.** For further information you may access the National Archives and Records Administration (NARA) web site for the Southeast region at <http://www.nara.gov/regional/courts/atlcourt.html>.

MAIL REQUESTS

A \$20.00 search fee (in the form of a cashier's check, money order, or business check) should accompany any written request for return information. Each request should only address one case. We are unable to process requests with regard to multiple cases. If copies are needed, the fee is \$.50 per page. Payment must be received before copies are mailed. **Please include your telephone number with each request.**

Although every effort will be made to comply with your request, we receive many requests for information that is not available from the court. For instance, many creditors are searching for account numbers, but this is only available if the debtor added this information to a schedule. Information of this nature might be more easily obtained by contacting the debtor's attorney. (The name and telephone number of the debtor's attorney can be obtained by dialing VCIS.)

FEES -

Listed below are the most common filing fees required by this court. The complete list may be viewed in 28 U.S.C. §1930.

Chapter 7 Filing Fee	\$200.00
Chapter 9 Filing Fee	830.00
Chapter 11 Filing Fee	830.00
Chapter 12 Filing Fee	230.00
Chapter 13 Filing Fee	185.00
Copies (per page)	\$.50

Certification of Copies	7.00
Exemplification of Document	14.00
Amendments	20.00
Search Fee	20.00
Adversary (Complaint)	150.00
Retrieval from Archives (Federal Records Center)	35.00
Returned Check Charge	35.00
Local Rules (copy)	No Charge

FEE ACCEPTANCE POLICY

Any filing fee is payable to the U. S. Bankruptcy Court Clerk's Office by cashier's check, money order, or business check. **We cannot accept personal or debtor checks. Further, cash payments are not accepted in this office.** Any attorney's check should be plainly marked as an "attorney" or "escrow" account.

PLEASE VISIT OUR WEB SITE AT <http://www.tnwb.uscourts.gov>.

If you have any suggestions or comments concerning this pamphlet or the service you received on your visit to this office, please take the time to write down your thoughts in the space provided and return your comments to:

**U. S. Bankruptcy Court
Attn: First Line Supervisor
111 South Highland , Rm. 107
Jackson, TN 38301**
